## Section 10.7 FUNCTIONS MENU
Adjustment Inquiry

Purpose	This section provides the procedures for users to inquire on hours adjustments made in Data Collection Adjustment that create a Gross Pay Adjustment (GPA) by using the **Adjustment Inquiry** window.
Window Name	Adjustment Inquiry
Reminders	**1.** The Adjustment Inquiry is accessed through the Functions, Adjustment Inquiry items on the menu bar.
	2. The Adjustment Inquiry consists of a Selection Criteria window and a Selection List window. The Selection Criteria window is provided to enter the employee's department, agency, TKU and pay period end date. The employee's that meet the selection criteria will display on the selection list. The minimum required selection is department and agency.
	3. The Adjustment Inquiry window displays information for hours adjustments entered on the Data Collection Adjustment window. If the adjustment creates a GPA, the Detail Data window displays the gross pay adjustment amount and Hours Differences for each hours type. If a GPA is not created, a zero amount displays for the hours type adjusted (i.e., 8 hours sick leave adjusted to 8 hours annual leave).
	4. Immediately after an adjustment is saved or submitted in Data Collection, the information may be viewed on the Adjustment Inquiry window. The status of the adjustment displays so the user can see the amount of the GPA and when the adjustment is approved, rejected and/or processed. For each hours type sent to the Human Resource Management Network (HRMN) system that may result in a GPA, the message "Waiting for Payroll Process" is displayed.
	5. The Department, Agency and TKU fields displayed in the Selection Criteria window will default to the user's department, agency, and TKU. If the user has access to more than one department, agency, or TKU, the first one the user has access to is the default. They will be listed in alphabetical or numeric order in the dropdown list.
References	*No Specific References*

Main Menu

To display the Adjustment Inquiry window, select the Functions, Adjustment Inquiry menu items from the Menu bar.
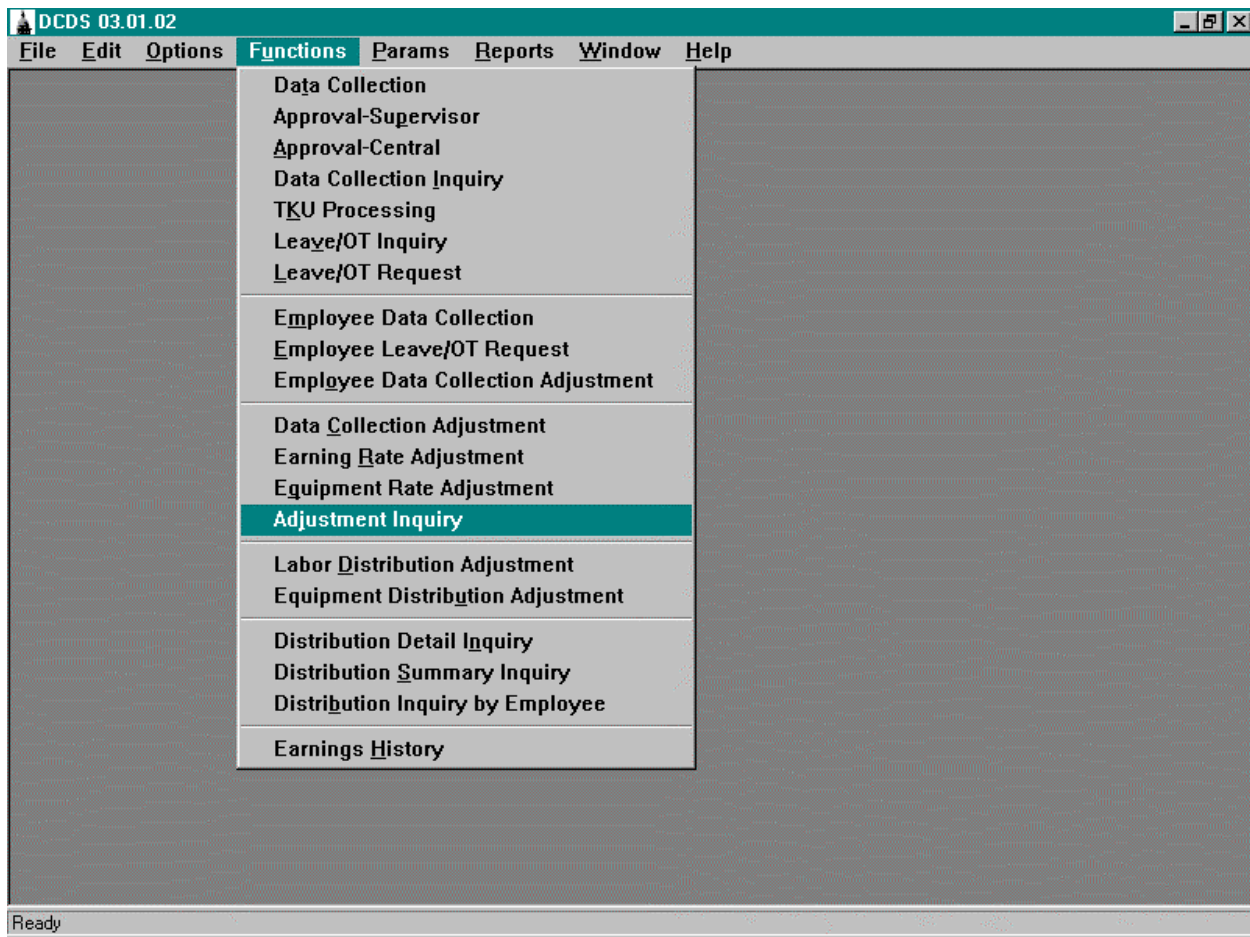
Adjustment Inquiry Window

The following window is displayed when Functions, Adjustment Inquiry is selected from the Menu bar. The steps are described on the following page.

Dept	Agy	TKU	SSN	Name	Paid PP End Date	Adj Number	GPA Reason	GPA Amount	Status
59	01	601	590-10-1910	Charley, Barton E	01/25/1997	1716	TAA	$134.88	SUBM
59	01	601	590-10-1910	Charley, Barton E	01/25/1997	1719	TAA	$141.62	RJCT
59	01	601	590-10-1910	Charley, Barton E	02/08/1997	2270	TAA	-$151.97	PROC
59	01	601	590-10-1910	Charley, Barton E	00/00/0000	2444	TAA	$.00	PROC
59	01	601	590-10-1910	Charley, Barton E	04/05/1997	2529	TAA	$404.64	RJCT
59	01	601	590-10-1910	Charley, Barton E	00/00/0000	2533	TAA	$.00	CHAY
59	01	601	590-10-1910	Charley, Barton E	06/14/1997	2653	TAA	$1,348.80	SUBM
59	01	601	590-10-2332	Dharia, Raphael R	01/25/1997	2124	TAA	$.00	PROC
59	01	601	590-10-2332	Dharia, Raphael R	02/08/1997	2271	TAA	$41.94	RJCT

DCDS Input Procedures
Selection Criteria Window

Follow the steps below to select the employee(s) for inquiry.

Step	Field Name	Action
1	Dept*	Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default. **Note:** When a department has been selected all valid agencies for the department will be displayed in the agency dropdown list.
2	Agy*	Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default. **Note:** When an agency has been selected all valid TKUs for the agency will be displayed in the TKU dropdown list.
3	TKU	Select the Timekeeping Unit (TKU) number from the dropdown list or enter the TKU number. **Note:** If the user is only authorized to access information for one TKU, that TKU number will automatically display.
4	SSN	Enter the employee's Social Security Number (SSN), if selecting only one employee. The department, agency and TKU fields must be blank before an entry can be made in this field. Click on the Select button and the data is displayed in the Selection List window. **Note:** If selecting by SSN, the name field will be inactive.
5	Name	Enter the last name or partial name of the employee, if selecting on one employee by name. The department is **required**. Click on the Select button and the data is displayed in the Selection List window. **Note:** If selecting by name, the SSN field will be inactive.
6	Paid PP End Date	Enter the pay period end date, to select a specific pay period. **Note:** When a pay period end date is entered, only the adjustments that are paid in that pay period will display in the Selection List window.

*indicates a required field that must be entered

DCDS Input Procedures
Selection Criteria Window

Step	Field Name	Action
7	Select Button	Click on the Select button located at the top of the window (or press Alt + L). Employee information appears in the Selection List window based on the selection criteria. Employee names will display in alphabetical order.
8	Selection List Window	Highlight the employee in the Selection List window in which to inquire on. Only one employee may be highlighted at a time. Click on the Detail button to display the Detail Data window.

*Indicates a required field that must be entered

Selection List Window

The following information is displayed:

Field Name	Description
Dept	The employee's department number.
Agy	The employee's agency number.
TKU	The employee's Timekeeping Unit (TKU) number.
SSN	The employee's Social Security Number.
Name	The employee's name.
Paid PP End Date	The pay period end date the gross pay adjustment amount was paid.
Adj Number	The number of the adjustment generated by DCDS.
GPA Reason	Displays the Gross Pay Adjustment Reason code. **Note:** The GPA Reason Code Inquiry window displays the GPA reason codes and descriptions. The window may be accessed through the <u>P</u>arams, Personnel Data, <u>I</u> - GPA Reason Code Inquiry items from the Menu bar.
GPA Amount	The amount of the Gross Pay Adjustment.
Status	A code will display indicating the status for each adjustment. One of the following status codes will display: **'blank'** - If the field is blank, this indicates the adjustment has been entered and saved but not submitted. **SUBM** - Indicates the adjustment has been submitted. **WDRW** - Indicates the adjustment has been withdrawn. **RJCT** - Indicates the adjustment has been rejected. **APPR** - Indicates the adjustment has been approved. **PROC** - Indicates the adjustment has been processed. **HSNT** - Indicates an Hours Adjustment was processed. **GSNT** - Indicates a GPA was processed.

Adjustment Inquiry Window

The following window is displayed when the **Detail** button is selected. This window displays information for adjustments made in DCDS that create a GPA. The => (next employee) or <= (previous employee) buttons may be used to view the next or previous employee in the Selection List window. The fields displayed are described on the following page.

Detail Data Window

The following information is displayed:

Field Name	Description
PP End Date	The ending date of each pay period within the adjustment period. **Note:** Multiple dates may display, if the adjustment was for more than one pay period.
Hours Type	The type of hours adjusted which generates a GPA.
GPA Amount	The dollar amount of an adjustment that represents the difference between the original entry and the adjusted entry.
Hours Difference	The hours difference between the original entry and adjusted entry. The message "Waiting for Payroll Process" is displayed for each hours type that is sent to the Human Resource Management Network (HRMN) system that may generate a GPA.
Total GPA Amount	The total amount of a GPA for a pay period.
Grand Total	The amount of the GPA that will be created.